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Director of Training

10 July 1953

Deputy Director of Training (General)

TRG Weekly Summary Report

1. In recent meetings held with the Training Liaison Officers of the Agency the Office of Training has received statements from the various offices on their training plans and policies. To resolve their training problems for 1954 Office of Research and Reports has committed 9 per cent of its total man years for training and Office of Current Intelligence plans to commit 10.7 per cent. The emphasis for projected training of these offices was on language and area competence. Other specialties as required to meet specialized office requirements will be organized by Office of Training as intermediate training courses similar to that just completed for the Office of Scientific Intelligence.

2. In conferences with the Head of the [REDACTED] Mr. Norman Burns, the Office of Training is determining the extent of the capability of [REDACTED] to meet area and area-language requirements of the Agency. It has been ascertained that much of the short-term area and area-language requirements can be met by [REDACTED] or elsewhere in Washington through SAIS or the local Universities. Planning and arrangements are proceeding in order that Agency participation in such programs may begin in September.

3. The Management Training Division of OTR reports that during fiscal 1953 some 378 supervisors in the various offices of the Agency have participated in the basic supervisory training programs. The three problem areas which have required attention by all levels of management have been, (1) coordination; (2) intra-office communication and (3) personal management. From this sampling of almost one-third of the supervisors in the Agency it is the estimate of the Chief, Management Division that improvement in supervision can come only if stronger support is given at the Assistant Director level especially with reference to the coordination of policy, plans and operations.

4. As of 10 July 1953, 418 CIA personnel are enrolled in TRG courses, and 256 in external training courses, making a total of 674 in courses sponsored by the Office of Training (General).

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cc: TRG Staff and Division Chiefs

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